



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 14.21

Subject: Referring Families For Follow-up Services

Supersedes: CDM23

Local Policy: No

Local Procedures: No

Training Required: No

Approved by:

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Application

To All Child Protective Services Case Managers, Team Leaders, Team Coordinators and Regional Administrators

Authority: TCA 37-5-106

Policy

In many situations the investigative process may result in a finding of abuse or neglect, but emergency removal measures are not necessary or there is an overall risk rating of moderate to high and there is great likelihood of subsequent reports of abuse or neglect, without immediate service intervention. In these situations, the case manager shall document the risk factors that have led to the situation and must take the necessary action to refer the family for services that reduce the level of risk while the family remains intact.

Procedures

A. Assessment of circumstances to determine if follow-up services are appropriate

The following circumstance may require follow-up services:

1. The home situation does not require an emergency removal of the child;
2. The caretaker shows concern for the child and expresses a willingness and capability to accept services, or the case manager has assessed the situation to be serious enough to pursue court-ordered participation if the caretaker does not cooperate.

3. Services to meet the family's specific needs are available either through the community, family resources, or DCS.

B. Referral for services

1. In regions where follow-up services are provided by Family Support Services (FSS), the case manager shall follow the FSS procedures for referring to intact family services.
2. In regions where FSS have not been implemented the procedures stated below shall be followed:
 - ◆ Complete the CPS investigation and follow procedures for closing the investigation by completing appropriate forms and TNKids documentation with supervisory approval.
 - ◆ Staff the case with the follow-up case manager and/or team leader for transfer. The staffing should include a discussion of risks and services necessary to reduce those risks.

Forms

None

Collateral Documents

None

Standards

None